

Maria Dolores Sanders

Country of citizenship: United States of America

Veterans' Preference: No

Highest Grade: GS-0318-08, 06/2008-Present

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

WORK EXPERIENCE

Environmental Protection Agency

Durham, North Carolina

US

6/2008 - Present

Grade Level: GS-08

Hours per week: 40

Secretary (Office Automation), 0318

Office manager for the Director and Executive Assistant to 24 staff members within the Central Operations and Resources (CORE) office. Manage and maintain executives' schedule and appointments, receive incoming callers and visitors to the office in a courteous manner. Negotiate, coordinate and arrange meetings involving CORE staff, OAQPS staff, other Headquarters offices, Regional offices and the local offices. People Plus coordinator for 350 staff, including the CORE staff, Office of the Director's Immediate Office (IO), Policy Analysis & Communications Staff (PACS), and the Washington Operations Office (WASHOPS). Provide technical guidance to the administrative support staff for office management, administrative assistance and program support to office staff. Develop and maintain spreadsheets for tracking small purchases and the Correspondence Management System. Review correspondence for proper format, grammar, ensuring conformance

with the agency's correspondence manual, and coordinate internal and external mail. Gather and analyze information to provide guidance on issues, prepares reports, and presents findings and recommendations for improvement of program operation. Utilize various office automation systems to prepare reports, presentations, operation guidelines, etc. Communicate effectively, orally and in writing to all levels of personnel within the EPA. Prioritize work to ensure all tasks are completed in a timely manner. timekeeper for the CORE Staff, IO, PACS and WASHOPS offices. Coordinate travel for office staff, preparing travel authorizations, vouchers for expenses, making hotel and airline reservations, and other travel arrangements. Utilize GovTrip system for preparation of TA's and vouchers. Maintain records and files in connection with office activities, coordinate disposition schedules with OAQPS Records Officer. Coordinate training arrangements for office staff, preparing the training form, procurement requests. Coordinate with the Funds Certifying Official and Training Officer, and paying any registration fees. Procurement Officer of small purchases for the Division, purchasing office supplies, maintaining a stock of commonly used supplies, keeping a monthly log of purchases for Bankcard Approving Official signature. Liaison to office staff and managers within the Division providing accurate advice on procedures, reports requirements, and other matters necessary to implement the agency policies, directives, and instructions. Establish priorities for review, maintain subject matter files, and a current awareness of work schedules, upcoming travel requirements, and other developments of concern. Provide accurate, timely advice on all aspects of administrative procedures for the office. Review, process documents in the Correspondence Management System when the Communication Specialist is out on leave. Maintain and update the CORE website as needed. Back-up secretary to the Office of the Director's secretary.

Contact Supervisor: Yes

Supervisor's Name: Kay Holt

Environmental Protection Agency

Durham, North Carolina

US

2/2009 - 10/2009

Grade Level: GS-08

Hours per week: 40

Secretary (Office Automation), 0318

Detailed to the Office of the Director, Secretary (Office Automation), GS-0318-08; February 1, 2009 to October 5, 2009

- Provided clerical and administrative assistance to the Director, and supported the Associate Directors for OAQPS
- Served as liaison and acted as buffer between the Associate Directors and subordinate organizations (OAQPS Divisions & Groups)

- Received calls on a variety of environmental policy and administrative issues from organizations inside and outside EPA, including EPA headquarters offices, the Assistant Administrator for OAR, the Administrator, other federal, state and local officials, private industry, international organizations, and community and environmental groups
- Served as office manager for the Director, OAQPS in his secretary's absence and as back-up to his secretary
- Scheduled appointments and meetings based on the Director's priorities and commitments
- Made travel arrangements for the Director
- Attended Director's daily staff meetings to gain knowledge of programmatic issues
- Received meeting requests from the Divisions for meetings with the Assistant Administrator of OAR and the Administrator of EPA, and processed these requests in a timely manner. Forwarded meeting requests to the DC office and prepared folders with the subject of the meeting and tracked when the meeting was scheduled
- Briefing materials for meetings were received from the respective Divisions and forwarded to the Special Assistant of OAQPS for his review. Once the Director approved the materials, materials were forwarded to the Briefing Group in Washington
- Prepared purchase requests and ordered supplies for the Immediate Office, PACS and CORE personnel
- Primary timekeeper to the Immediate Office, PACS, CORE and WASHOPS personnel

Contact Supervisor: Yes

Supervisor's Name: Teri Porterfield

Environmental Protection Agency

Durham, North Carolina

US

2/2006 - 6/2008

Grade Level: GS-07

Hours per week: 40

Secretary (Office Automation), 0318

- Acted as liaison to NSRG and OPG managers and staff within the AQPD Division and provided advice on procedures, reports requirements, and other matters necessary to implement the agency policies, directives, and instructions
- Established priorities for review by NSRG and OPG
- Scheduled and arranged all meetings for NSRG and OPG Group Leaders and Staff
- Made all travel reservations for NSRG and OPG Group Leader and Staff and completed all travel vouchers
- Established and maintained subject matter files

- Maintained a current awareness of work schedules, upcoming travel requirements, and other developments of concern to the NSRG and OPG Group
- Effectively communicated both orally and in writing to all levels of personnel within the EPA
- Provided accurate and timely advice on all aspects of administrative procedures for the office
- Established and maintained effective working relations within EPA
- Reviewed outgoing documents for proper clearances, format, grammar, spelling, punctuation, and indicated attachments before sending forward to the Division Director for AQPD

Contact Supervisor: Yes

Supervisor's Name: Raj Rao & Juan Santiago

Environmental Protection Agency

Durham, North Carolina

US

1/2005 - 2/2006

Grade Level: GS-07

Hours per week: 40

Secretary (Office Automation), 0318

CORRESPONDENCE

- Received and reviewed all incoming mail. Made distribution to appropriate office personnel
- Checked outgoing correspondence for proper format, including grammar and punctuation
- Ensured due dates on action documents were met and responses were received in a timely manner
- Utilized correspondence management system to track all documents
- Prepared procurement request orders and forward for approval

ADMINISTRATIVE

- Primary secretary to the Information Management Group and Operating Permits Groups
- Made travel arrangements for supervisors and group personnel. Coordinated the itinerary with the travel agent to include airfare, hotel reservation, or rental car. Prepared travel authorization for traveler, advances, and reimbursements
- Prepared training nominations for group personnel
- Primary timekeeper for both the Information Management and Operating Permits Groups
- Established and maintained a variety of office files, including travel, leave slips, flexiplace forms, etc

OFFICE MANAGEMENT

- Maintained supervisor's calendars. Scheduled and rescheduled meetings as needed. Made arrangements for meetings and conferences, notified participants, reserved conference room and

resources

- Greeted callers or visitors to the office. Referred caller or visitor to appropriate staff personnel
- Ordered supplies through store stock for group personnel
- Prepared and sent out daily status report to IMG group personnel notifying them who is on leave, travel, training. etc
- Sent out bi-weekly reminders to group personnel to input leave into people plus and attest and submit their time
- Attended weekly staff meetings with IMG and OPG personnel

Contact Supervisor: Yes

Supervisor's Name: Ed Lillis & Tom Driscoll

National Institutes of Environmental Health Sciences

Durham, North Carolina

US

8/2000 - 1/2005

Grade Level: GS-07

Hours per week: 40

Secretary (Office Automation), 0318

- Received and reviewed all incoming mail and correspondence prepared for supervisor's signature/approval. Checked outgoing correspondence for proper format, spelling and grammatical accuracy. Incoming, outgoing correspondence, and action documents were followed up with reminders of due dates to help ensure timely reply or action
- Typed a variety of correspondence, forms, reports and action documents, using both technical and specialized terminology. Composed routine correspondence on own initiative, based on own knowledge of the subject; including administrative matters, letters of acknowledgment, general office policy, and congratulatory letters
- Screened items, which can be personally handled and routed other items to appropriate individuals within the Branch
- Established and maintained a variety of files
- Made travel arrangements for supervisors and other Branch personnel to include the coordination of itinerary with the contract travel agency, motel reservations, preparation of travel orders, advances, and reimbursements
- Prepared and input requests for personnel action for the Branch into the Enterprise Human Resources & Payroll System (EHRP), ensuring the information was correct and accurate, with appropriate format
- Prepared spreadsheets for tracking personnel actions, travel, training, and awards for Branch personnel

- Entered names of new employees assigned to the Branch or new contract personnel into the People Locator and updated as needed
- Executed small purchases for up to \$2,500 on open market orders using the government purchase card and prepares credit card reconciliation monthly
- Prepared automated Records of Call (ROCs), RQMs for purchases over \$2,500. SF-44s were prepared for Vendors that did not accept payment by credit card
- Responded to NIEHS trouble call line for maintenance work orders for 1 million square feet of scientific research facilities. Serviced the entire NIEHS campus, including East Campus, Day cares, and Nottingham Hall and utilized the MP2 system for inputting and tracking work order requests
- Maintained record of radios assigned to Branch and contractor personnel. Ordered supplies as needed
- Placed key requests into the Keystone 600 system
- Maintained supervisor's calendar and scheduled or rescheduled appointments as needed. Made arrangements for meetings and conferences, contacted participants, arranged space and served as recorder when needed
- Greeted callers and visitors from a variety of agencies and vendors, both within and outside the Federal Government. Directed caller or visitor to the appropriate staff member
- Supervised two employees: One office Automation Assistant (GS-06) and one Office Automation Clerk (GS-5). Approved leave requests and certified time and attendance sheets on a bi-weekly basis

Contact Supervisor: Yes

Supervisor's Name: Mitch Williams & Bill Blair

Marine Corps Community Service

Twenty-Nine Palms, California

US

6/1998 - 8/2000

Grade Level: GS-05

Hours per week: 40

Office Automation Clerk, 0343

- Greeted Career Resources Office (CRO) clients, scheduled service members and their families for Transition Assistance, Resume Creation, Federal Resume, and Local Employment Workshops and self-paced Computer Based Learning (CBL) Programs. Filled in for computer analyst when absent
- Received and opened all incoming mail, forwarded mail to appropriate staff personnel. Prepared and mailed outgoing mail and packages; reviewed and submitted weekly, monthly, and quarterly reports; organized internal and external meetings
- Managed six volunteers on a weekly basis

- Coordinated one-on-one interviews with clients and staff personnel to discuss transition assistance, job search, and resume assistance. Referred the client to the appropriate staff personnel
- Posted incoming job vacancies, referring family members who are seeking local employment to those establishments that are hiring. Ensured that job binders were current
- Maintained the CRO library that consisted of over 650 books. Ensured that library materials were current and new material ordered accordingly
- Coordinated with the Employment Development Specialist and Transition Assistance Analyst to arrange for Annual Career Fair. Contacted different employers to extend invitations. Mailed registration packages to prospective attendees; followed up to confirm attendance and to assign space. Utilized Microsoft Excel and Microsoft Publisher

Contact Supervisor: Yes

Supervisor's Name: James Bryant

EDUCATION

San Antonio Community College

San Antonio, Texas

US

Some College Coursework Completed

Relevant Coursework, Licensures and Certifications:

Business Technology Courses

JOB RELATED TRAINING

NIEHS Training

Domestic Travel

Administrative Professionals Conference

Management & Leadership Skills

Enhancing Supervisory Skills

EEO Training for Supervisor and Managers

Sexual Harassment Workshop - Supervisors

EPA Training

Domestic Travel

Purchase Card

Fierce Conversation

Real Power: Leading from Your Soul

Crucial Conversation

2005 Conference for Women

2006 Conference for Women

Docket & information Center and EDOCKET

USDA Residential Professional Development Seminar

Word XP for Administrative Professionals - Levels 1 & 2

Word XP - Formatting Large Documents

Introduction for Federal Budgeting

ADDITIONAL INFORMATION

Microsoft Word, Outlook, Excel, Power Point; Lotus 1-2-3; Lotus Notes, Travel Manager, GovTrip, People Soft (People Plus), US EPA Headquarters Webforms, Financial Data Warehouse, WordPerfect; Typing (53 words a minute), Correspondence Management System (CMS)

JOANNE TAMMARO

Country of citizenship: United States of America

Veterans' Preference: No

Highest Grade: GS-0318-8, 08/2010-Present

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

DESIRED LOCATIONS

US-NC-Raleigh/Durham-RTP

WORK EXPERIENCE

US Environmental Protection Agency

Research Triangle Park, NC

US

4/2010 - Present

Grade Level: 8 step 4

Salary: \$45,350.00 USD Per Year

Hours per week: 40

Secretary, GS

Secretary to the Group Leaders of the Measurement Policy Group (MPG) and Program Design Group (PDG) of the Sector Policy and Program Division.

Since August 23, 2010 I have been on detail as the Associate Division Directors' Secretary, Grade 8 step 4. In addition, I act as backup to the Division Director's Secretary in her absence or when she needs assistance. While on detail, I continue to perform my duties as Secretary to the Measurement Policy Group and the Program Design Group.

- I manage time and attendance for 26 employees. I review for accuracy of data reported on the timecards in PeoplePlus. Inaccuracies are brought to the attention of the employee for correction. I created a reference guide for the staff to assist them through the procedures necessary to correctly code their time on PeoplePlus. I presented it during our weekly staff meeting.
- I coordinate and arrange for conference rooms, phone lines and prepare materials to be distributed. In preparation of meetings, I research and compile data in order to brief the supervisors and develop an agenda for their meetings.
- I coordinate all travel plans and reference the Federal Travel Regulations when necessary. I research and make arrangements for the most cost effective mode of transportation.
- I communicate with all representatives of EPA and other agency affiliates. In completing correspondence requests, discussions are often necessary with staff and supervisors to determine appropriate and knowledgeable responses. I prepare meeting requests with the Division Director and Headquarters and communicate with internal and external staff to ensure all details have been covered.
- I independently compose routine letters and competently handle inquiries personally.
- I manage the budget for MPG and PDG. I created a travel budget spreadsheet and maintain control over the data and review the travel expenditures during the year. I manage and evaluate the budget office supplies acquired for MPG and PDG. I Research approved vendors for best price under government contract by using sources such as GSAAAdvantage. I ensure that proper accounting codes are used for budgetary purposes.
- I prepare employee's training requests. I compile the information and data necessary, advising management on the status of our training funds and offer my recommendations.
- I developed an electronic spreadsheet for Work Assignments and Quality Assurance Plans. I created the spreadsheet to improve controls on documentations.
- I am property manager for PDG and MPG. All updates are maintained in Property Management Database.
- I maintain familiarity with OPM rules and guidelines, time and attendance regulations, and travel regulations.
- I manage the office automation programs using Microsoft software applications such as word, excel, access and lotus notes.
- Acts as back-up for the Division Secretary.

Contact Supervisor: Yes

Supervisor's Name: Bob Schell

Roosevelt Presidential Library

Hyde Park, NY&

US

4/2004 - 4/2010

Grade Level: GS 7 Step 5

Salary: \$48,549.00 USD Per Year

Hours per week: 40

Secretary (OA), 0318

Secretary to the Director of the Roosevelt Presidential Library, part of the National Archives and Records Administration. I have relocated to the Raleigh area in December 2009 for personal reasons. I am presently on a non-pay status while I seek to transfer to another Federal Government agency in the Raleigh/Durham area.

Under general supervision of the Director, I perform a variety of secretarial duties. I am also the primary timekeeper, and the back-up Administrative Officer.

- As the Secretary , I receive, screen and analyze the Director's calls, visitors, and incoming correspondence, directing them to the appropriate Library staff member or to the Director. When possible, I handle inquiries personally and/or prepare draft answers for the Director.
- Coordinate travel arrangements for the Director and Deputy Director, using Govtrip system to create travel authorizations and travel vouchers. Received GSA, Certificate of Training on Federal Travel Regulations in 2008.
- As primary timekeeper I am responsible for 29 staff members time, including part-time and intermittent employees.
- Research, analyze, compile and summarize information for the Director. Inform the Director on own initiative on procedural matters.
- Control and maintain the Director's electronic calendar.
- Backup and assist the Administrative Officer daily in providing administrative and financial support. I have attended the annual Administrative Officer conference in College Park, Maryland since 2003.
- Type, proofread and distribute correspondence and reports. (Typing speed approximately 60 WPM).
- Mastercard credit card holder and one of 5 primary purchasers for the Library. Responsible for making payment on several utilities through credit card payment and approving vendor invoices for payment through the Bureau of Public Debt. Use DISCOVER program to research payment history for vendors. Reconcile monthly credit card statement and submit to Administrative Officer for final approval.
- Assist the Administrative Officer in creating purchase requests and purchase orders through PRISM system.
- Maintains administrative records for the Director. Timely prepares files for new fiscal year.
- Assist the receptionist, as needed, with incoming email and US postal mail requests and logging the requests into the mail log database.

Contact Supervisor: Yes
Supervisor's Name: Cynthia Koch

Roosevelt Presidential Library
Hyde Park, NY
US
7/2001 - 3/2004
Grade Level: GS 4
Salary: \$26,524.00 USD Per Year
Hours per week: 40
Clerk (Office Automation), 0303

As clerk at the Roosevelt Presidential Library I assisted the Administrative Officer with the responsibilities of providing administrative support. I prepared and processed purchase orders and invoices, travel arrangements and gathered data for various administrative and financial reports. Used GSA PEGASYS for purchase requests and purchase orders.

- Assisted Administrative Officer with complex financial reports and records on EXCEL.
- Credit card holder. Ordered forms and office supplies. Contacted vendors and acquired best price. Use of required sources, in particular GSA Advantage.
- Typed a variety of materials. Responsible for excel spreadsheet for weekly bank deposits.
- Assisted the Secretary to the Director as needed with typing of correspondence, reports and answering phone calls.

Contact Supervisor: Yes
Supervisor's Name: Cynthia Koch

Holy Trinity School
Poughkeepsie, NY
US
9/1994 - 6/2001
Salary: \$7.75 USD Per Hour

Hours per week: 30

Pre-K Teacher Assistant

Assist the Pre-Kindergarten teacher in the direct responsibility of early education in a Montessori-based Pre-K program. Duties included assisting the children with all academic and non-academic activities. Worked one-on-one with educational programs installed on the classroom's computer.

YWCA

Poughkeepsie, NY

US

1/1986 - 8/1994

Salary: \$7.75 USD Per Hour

Hours per week: 25

Lead Pre-School Teacher

My responsibilities as the Lead Teacher included weekly themed lesson planning. Under my supervision were two assistant teachers and/or volunteers. Administration of diagnostic year end testing and written evaluations for each student.

Department of Health, Education and Welfare, Social Security Administration

Peekskill, NY

US

6/1978 - 6/1982

Grade Level: GS 7

Salary: \$17,700 USD Per Year

Hours per week: 39

Data Review Technician, 998

As the Data Review Technician, benefit computations were prepared and analyzed for applicants determining the highest benefit amount to be awarded. An example would be to determine if an applicant filing for retirement benefits would be entitled to more money filing as a spouse. I would act as primary liaison with social security disability applicants and the New York State Disability Board. Frequent phone calls were made to the Disability Board and to applicants. I maintained file control records of social security applicants and would update the file with documentation until a final award or disallowance notice was processed. Typed a variety of correspondence and reports and would prepare and sign routine correspondence.

Department of Health, Education and Welfare, Social Security Administration

White Plains, NY

US

6/1976 - 6/1978

Grade Level: GS 4

Salary: \$11,900 USD Per Year

Hours per week: 40

Claims Development Clerk, 998

Assisted the Administrative Aide in preparing Time and Attendance Reports, travel vouchers, report typing and ordering supplies. In addition, I assisted in adjudicating social security claims, received mail and associated correspondence in proper files. Acted as receptionist as needed.

U.S. Department of Agriculture

North Tarrytown, NY

US

6/1970 - 6/1976

Grade Level: GS 5

Salary: \$9,040 USD Per Year

Hours per week: 40

Clerk-typist, 322

During my employment, I was Secretary to the Officer-in-Charge. I was responsible for all administrative functions, i.e., answered routine correspondence, received visitors and incoming calls, handled time and attendance reports and order forms and office supplies through GSA.

I was responsible for preparing travel vouchers for the Officer-in-Charge and all field representatives. I handled all paperwork related to processing food store applications for the Food Stamp Program, which was governed by the Food and Nutrition Service. I controlled and updated files for thousands of markets approved under the Food Stamp Program.

EDUCATION

Sleepy Hollow High School

Tarrytown, NY

US

High School or equivalent, 6/1970

JOB RELATED TRAINING

Knowledge of the following computer programs:

-Word

-Excel

-Access

-Lotus Notes

-PeoplePlus

-GovTrip

-CMS

Received certificate of training:

- Simplified Acquisition for Single Purchases up to \$3,000
- Temporary Duty Travel - Federal Travel Regulation
- GSA SmartPay Purchase Card
- Records Management
- Custodial Property Manager

REFERENCES

Cynthia Koch
Roosevelt Presidential Library
Director

Reference Type: Professional

Lynn Bassanese
Roosevelt Presidential Library
Deputy Director

Reference Type: Professional

Robert Clark
Roosevelt Presidential Library
Supervisory Archivist

Reference Type: Professional

JoAnn Morse
Roosevelt Presidential Library
Administrative Officer

Reference Type: Professional

Bob Schell
US EPA
Group Leader

Reference Type: Professional

Lisa Conner
US EPA
Group Leader

Reference Type: Professional

Tanya Johnson
US EPA
Division Secretary

Reference Type: Professional

ADDITIONAL INFORMATION

Received cash award and time off award from EPA, July 2010

1. Knowledge of standardized administrative practices and procedures.

As a seasoned Federal government employee of 22 years, I have extensive experience in all administrative practices and procedures required in the operation of the administrative office. I independently make critical decisions on behalf of management such as evaluating meeting requests for the Division Director and Associate Directors. In my review of such requests, I research the topic and logistics for the meeting and determine the validity to schedule it or if further discussions are necessary. I represent EPA in a professional and welcoming manner in receiving visitors and diligently prepare management and guests to achieve a successful meeting. I evaluate incoming phone inquiries and will independently assist or if necessary, refer calls to the appropriate person within the group and division. I control and coordinate all travel plans in MPG and PDG and the immediate office. My extensive training and knowledge of the travel program and the Federal Travel Regulations allows me to expeditiously compile documents needed for me to prepare travel authorizations and travel vouchers. As timekeeper, I support the staff in the Measurement Policy

Group and Program Design Group, with reviewing their data input into PeoplePlus. I am instrumental in resolving any inaccuracies on the timecards and complete an amendment when needed. I diligently assist management obtaining final approvals in PeoplePlus. I manage the flow of correspondence through CMS, by analyzing the correspondence, assigning it to the proper group and track the process to ascertain completion before the deadline.

2. Knowledge of management principals and organizational theory.

I have a strong background in identifying and implementing administrative and procedural changes, always adhering to management's principals and EPA's guidelines along the way. I have demonstrated outstanding composure when schedules for management needed to be quickly changed. Most recently, several last minutes changes were made to the itinerary I prepared for prospective candidates that were here for an all-day interview with Group Leaders, staff and the Division Director. I efficiently and effectively revised the scheduled interview times to accommodate all parties. By keeping my composure, I represented management and EPA in a professional manner. As a servant to the general public, I work along side management to expeditiously meet the needs and deadlines often established by EPA.

3. Ability to interpret objectives/procedures.

I consistently analyze and evaluate procedures to maintain the administrative program objectives are being implemented and followed in the most effective and efficient manner.. I refer to EPA's guidelines on standard procedures ensuring that we conform and adhere to the guidance. I comfortably make contact with specialized staff when it is recognized that expertise knowledge will assist in making a better interpretation of the procedures and objectives.

4. Ability to provide administrative and evaluating techniques.

I manage the flow of administrative tasks on a daily routine for the two Group Leaders I support and their staff and in the immediate office for the Associate Division Directors. I am the key contact point with the staff on all administrative issues. My numerous years of working as an administrative assistant allows me to confidently assist and train staff with timekeeping, travel, correspondence and administrative policies. Staff relies on my guidance in properly executing administrative duties. Staff often seeks my guidance on the preparation of timecards and travel.

5. Ability to communicate both orally and in writing.

I am proficient in my communication skills both orally and in writing and have been throughout my 22 years of government employment. A significant amount of time is spent in daily personal contacts with staff and higher level officials within the organization as well as outside agencies. I successfully coordinated and made arrangements for prospective EPA 's Federal Career Intern Program candidates and Environmental Scientist interviewing with the Division, all within a short deadline. I solely managed this process by scheduling telephone interviews, in-person interviews and follow-up phone calls and letters. I independently correspond in writing to staff, other divisions, private industries and the general public. During weekly group meetings, I have made presentations on time and attendance and travel procedures and I drafted a handy reference guide to go along with the presentation.

In my position with the Roosevelt Presidential Library, governed by the National Archives, I was the key contact person for the Director. All staff, visitors and correspondence for the Director went through me first. I would evaluate and determine if I could assist staff and visitors or respond to correspondence independently in order to lighten the Director's workload.

Jean Ann Walker

Country of citizenship: United States of America

Veterans' Preference: No

Highest Grade: GS-318-08, 11/2006-Present

Contact Current Employer: Yes

AVAILABILITY

Job Type:

Permanent

Work Schedule:

Full Time

DESIRED LOCATIONS

US-NC-Research Triangle Park

WORK STATUS

US - I am authorized to work in this country for any employer.

WORK EXPERIENCE

EPA

Research Triangle Park, NC

US

11/2006 - Present

Grade Level: GS-08

Salary: \$54,596.00 USD Per Year

Hours per week: 40

Secretary, 318

ADMINISTRATIVE SERVICES - Provide administrative support for the Immediate Office (IO) of the Director of the Office of Air Quality Planning and Standards (OAQPS) and the Director of the Policy Analysis and Communications Staff (PACS). Provide support in managing the Director's calendar, domestic and foreign travel arrangements, meeting requests, briefing materials, time keeping, correspondence management, event planning, purchase requests, and Senior Executive Service (SES) and IO personnel performance reviews. Ensure all deadlines are met.

CUSTOMER SERVICES - Provide senior level liaison support to the Assistant Administrator's Office of Air and Radiation (OAR) regarding scheduling of meetings, briefing materials, procedures and information, and in some cases researching for information from resources, including government, academia, and environmental group sources.

PROCESS IMPROVEMENT SUPPORT - Identify problems and analyze the need for streamlining and updating office procedures and processes for the Immediate Office of the Director. Present findings to the Director. Advise and guide five Division secretaries of any changes to office procedures and processes to achieve program and objectives of the Immediate Office.

QUALITY ASSURANCE REVIEWER - Review briefing materials and correspondence concerning air and radiation environmental issues to ensure that they reflect pertinent program policies and priorities and for grammatical and spelling errors. Monitor Director's email to assure Director of any urgent responses that need immediate attention. Review travel authorizations and vouchers to assure that they follow the rules and regulations of the Agency.

INFORMATION SYSTEMS - Provide support to develop and maintain information systems and files maintenance for on-going air and radiation related activities. Maintain electronic correspondence management systems (ECMS) files. Also provided program support to the Director's office as a timekeeper using the PeoplePlus system.

Contact Supervisor: Yes

Supervisor's Name: Jenny Noonan

EDUCATION

Broward Community College

Coconut Creek, Florida

US

Some College Coursework Completed

Major: Business Administration

Pompano Beach Senior High School

Pompano Beach, FL

US

High School or equivalent, 6/1971

REFERENCES

Teri Porterfield
Environmental Protection Agency
Program Analyst

Reference Type: Professional

Sherry Russell
Environmental Protection Agency
Communications Specialist

Reference Type: Professional

Melissa Wicklund
United States Postal Service
Clerk

Reference Type: Personal